

**ELIGIBILITY DETERMINATION FOR THE
DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES (DSPD)**

The following documents are required to determine DSPD eligibility. Please mail them to your assigned Intake/Eligibility Specialist at:

Division of Services for People with Disabilities

Attn:

1385 South State Street 2nd Floor
Salt Lake City, Utah 84115

___ **A Request for Determination of Eligibility Services Form 1-1** (enclosed)

___ **A Psychological Evaluation Report** (for those age 7 through adulthood) with IQ testing, indicating disability diagnosis. An evaluation completed prior to the age of 18 is helpful to show that the disability was present during the developmental period. These documents are usually obtained from the school or other private or community agencies providing disability diagnoses.

___ **A Developmental Screening** (for those age 0 to 6) indicating developmental deficits. These documents are usually obtained from early intervention programs or special education pre-school.

___ **Individual Education Plan** (required if the applicant is in Special Education) School records are helpful and may contain required IQ testing.

___ **Medical Records** to substantiate a related condition diagnosis, such as Down Syndrome, Cerebral Palsy, Autism, Spina Bifida, a genetic disorder, etc.

___ **Social History** (enclosed)

___ **Needs Assessment** (enclosed)

___ **A Copy of Applicant's Birth Certificate**

___ **A Copy of Applicant's Social Security Card**

After the above documents have been received, an **Inventory for Client and Agency Planning (ICAP)** assessment, which assesses adaptive skills and behaviors, will be completed with you either in person or over the phone. Then a determination of eligibility will be made (according to DSPD policy) and you will receive a Notice of Decision by mail.

If you have questions please call your Intake/Eligibility Specialist at